

DOE TECHNICAL STANDARDS PROGRAM PROCEDURES

DOE-TSPP-8

Revision: 4

Date: August 1, 2000

APPROVING AND ISSUING DOE TECHNICAL STANDARDS

U.S. Department of Energy
Office of Nuclear Safety Policy and Standards
Washington, D.C. 20585

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1. SCOPE

1.1 Purpose

This procedure provides guidance for approving and issuing DOE Technical Standards.

1.2 Applicability

This procedure applies to all DOE Headquarters and field organizations, management and operating contractors, and laboratories (hereafter referred to collectively as "DOE Components") working to the latest revision of DOE Order 252.1, "Technical Standards Program."

2. APPROVING AND ISSUING DOE TECHNICAL STANDARDS

After a technical standard has completed the comment resolution process described in DOE-TSPP-7, it is ready to be placed in final form by the Preparing Activity, approved by the appropriate Headquarters or field office senior line manager, and printed and distributed.

2.1 Process Description

2.1.1 Document numbering. The Technical Standards Managers' Committee (TSMC) will control the issuance of all document identification numbers for DOE Technical Standards. The Technical Standards Program Office, with the approval of the Technical Standards Managers' Committee, assigns a block of document identification numbers (identified in Attachment A) to each Headquarters Technical Standards Manager. Issuance of technical standard identification numbers will be controlled by the Headquarters Technical Standards Manager of the associated Preparing Activity. For each new DOE Technical Standard, the Technical Standards Manager will assign the document identification number just prior to approval of the document by the senior line manager. TSMs should consult with the TSPO in establishing the document identification numbers for the less common changes, such as Change Notices.

2.1.2 Document approval. Once all review comments are resolved, the Preparing Activity obtains a document identification number from their Headquarters Technical Standards Manager, dates the document, and prepares the technical standard in its final form. Certain safety-related standards of interest to the DNFSB are subject to DNFSB review and comment, and must reach closure with the DNFSB (through S-3.1) before such standards can be issued. When submitting documents for printing and distribution, the Preparing Activity shall provide the following:

- a. A camera-ready copy of the technical standard.
- b. Technical standard approval letter from the appropriate senior line manager (Attachment B). (Also provide in electronic format to the TSPO to expedite processing and support the TSP's "paperless" goal.)
- c. A list of any additional or special distribution required.
- d. A diskette containing the text of the technical standard. The preferred word-processing software is WordPerfect. (Also provide files in electronic format to the TSPO to expedite processing and support the TSP's "paperless" goal.)
- e. A completed document checklist (Attachment C) to ensure that the document is ready to be printed.

NOTE: A number of Preparing Activities have developed DOE Technical Standards using mixes (or older versions) of software and converted the document electronic file(s) to current Word or WordPerfect versions when submitting the approved document to the Technical Standards Program Office. This is acceptable provided the Preparing Activity confirms that document format integrity has been maintained (i.e., no new embedded codes exist that alter document fonts, page numbers, margins, figures, etc.) in the Word or WordPerfect file(s). Other options include providing PostScript or Portable Document Format (PDF) files of the document, although these are difficult for the TSPO to edit. Past problems with converted document files have delayed the placement of DOE Technical Standards on the Technical Standards Program server for Internet access.

2.1.3 Indexing, Printing, Distribution, and Ordering

Indexing. An index of all unclassified DOE Technical Standards and adopted non-Government standards are included in DOE-TSL-1, *Department of Energy Standards Index*. Classified technical standards shall be indexed in a separate listing with restricted access.

Printing. The Technical Standards Manager for the Preparing Activity sends the approved DOE Technical Standard to the Technical Standards Program Office for printing. (Preparing Activities may be required to fund printing costs for additional distributions beyond normal TSP distribution).)

Distribution. The Technical Standards Program Office distributes technical standards as follows:

- a. Distribution lists for DOE Technical Standards are maintained based on input from the Technical Standards Managers and requests from external sources. Certain designated lists will be maintained for automatic distribution (funding permitting) of DOE Technical Standards and document updates. Safety-related standards of interest to the DNFSB are

also distributed to the DNFSB.

- b. Restricted-distribution documents are not distributed automatically and will be issued on a "need-to-know" basis. Requests for copies must be approved by the Technical Standards Program Office.
- c. Technical standards marked other than "Distribution Statement A. Approved for public release; distribution is unlimited." will be issued only according to the distribution restrictions determined by the appropriate Technical Standards Manager. Copies of the distribution restrictions are to be forwarded to the Technical Standards Program Office.
- d. Copies of new or revised DOE Technical Standards will be distributed to the GC Office of Rulemaking Support for transmission to Congress in compliance with the Small Business Regulatory Enforcement Fairness Act of 1996 (SBREFA), 5 U.S.C. 801-804.

Ordering. Individuals or organizations can order technical standards as follows:

- a. DOE and contractor personnel may obtain copies of current DOE Technical Standards from the ES&H Technical Information Services, U.S. Department of Energy; 1-800-473-4375 or Fax 301-903-9823.
- b. Public and private sector organizations and individuals should contact the National Technical Information Service (NTIS) to obtain information on DOE Technical Standards. NTIS is the central source for the public sale of U.S. Government sponsored research, development, and engineering reports and for sales of foreign technical reports and other analyses prepared by national and local government agencies and their contractors or grantees. Public and private sector organizations can obtain copies of DOE Technical Standards from the U.S. Department of Commerce, Technology Administration, NTIS, Springfield, VA 22161, 703-605-6000, 800-553-6847 (rush order service is available), Fax 703-605-6900, or <http://www.ntis.gov/>.
- c. Instructions for ordering individual DOE Technical Standards are provided in DOE-TSL-1, and on the inside cover of the most recent DOE Technical Standards. (Note that the Office of Scientific and Technical Information is no longer a source of DOE Technical Standards.)
- d. DOE and contractor personnel and individuals from other Government agencies may obtain copies of canceled or inactive DOE Technical Standards (e.g, NE/RDT standards) through the Technical Standards Program Office.
- e. Copies of DOE Technical Standards may also be reviewed and printed directly from the Internet at the following URL:

<http://tis.eh.doe.gov/techstds/>

- f. Non-Government standards must be obtained from the issuing non-Government standards body or other private-sector source. Addresses for non-Government standards bodies can be found in Appendix B of DOE-TSL-1 or by accessing the Technical Standards Program Home Page (see item e.) or the National Standards System Network Web site.

<http://www.nssn.org/>

2.2 Procedure for Approving and Issuing a DOE Technical Standard

Figures 1 and 2 show the process for approving and issuing DOE Technical Standards. The following paragraphs describe the typical sequence of events.

Person(s) Responsible	Action
a. Preparing Activity	<ol style="list-style-type: none"> 1. Produce final draft after completion of comment resolution as described in DOE-TSPP-7. Verify DNFSB comment review and closure. 2. Prepare the final draft of the document, including the document identification number. 3. Obtain senior line manager's approval of the final draft. 4. Send a copy of the completed document to the OPI (if required) for concurrence. 5. Complete document checklist (Attachment C) to ensure proper format for printing. 6. Send the approved document and diskette to the Technical Standards Manager. 7. Place the minutes of all meetings, copies of all comments, and correspondence in a master file to be forwarded to the appropriate Technical Standards Manager upon publication of the finalized document.
b. Technical Standards Manager	<ol style="list-style-type: none"> 1. Review document for consistency with program procedures and prepare forwarding cover letter to the Technical Standards Program Office. 2. Send the approved document in camera-ready form, a diskette containing the text, and a statement that all essential comments have been resolved to the Technical Standards Program Office. (Prepare and forward an electronic file of the standard and transmittal letter, if feasible.) 3. Maintain the document master file for the life of the document.

Approval

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DOE Technical Standards Program

Person(s) Responsible	Action
c. Technical Standards Program Office	<ol style="list-style-type: none">1. Review the approved document to ensure that it satisfies the DOE Technical Standards Program policies and procedures.2. Resolve discrepancies with the Preparing Activity and Technical Standards Manager.3. Arrange for indexing, publication, and distribution of the document.4. Record completion of the document by closing out the project number (see paragraph 2.1.5 of DOE-TSPP-4).5. Publish a record of the project's completion in <i>Standards Actions</i>.

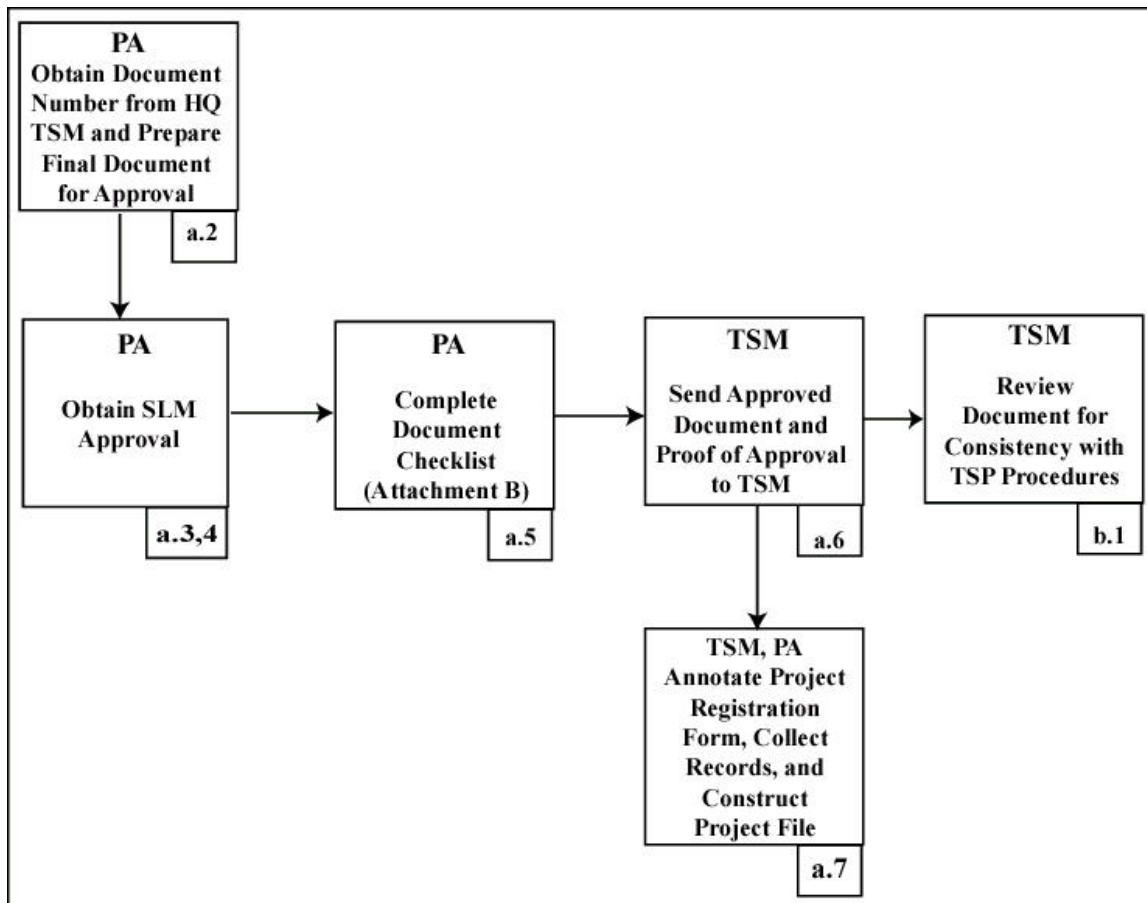


Figure 1. Approving a DOE Technical Standard.

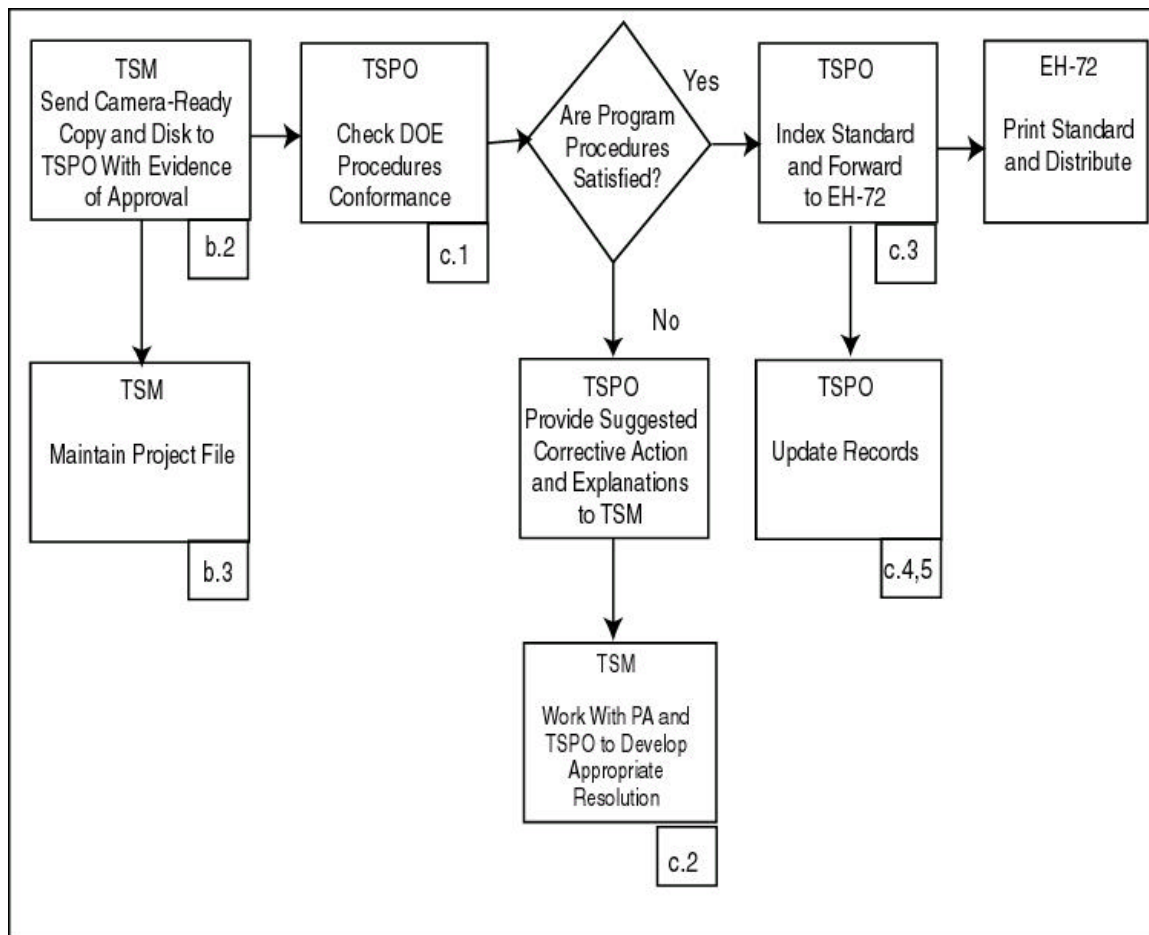


Figure 2. Issuing a DOE Technical Standard.

ATTACHMENT A
DOE TECHNICAL STANDARDS—IDENTIFICATION NUMBERS

Block of Numbers	Organization Assigned To	Organization Designator	Document Type
0001 – 0099	Environment, Safety, and Health	EH-31	TSP Management Documents
0100 – 1000	Environment, Safety, and Health	EH-31	Interdepartmental Documents
1001 – 2000	Environment, Safety, and Health	EH	DOE Technical Standards
2001 – 2500	Nuclear Energy	NE	DOE Technical Standards
2501 – 3000	Economic Impact	ED	DOE Technical Standards
3001 – 4000	Defense Programs	DP	DOE Technical Standards
4001 – 4500	Human Resources	HR	DOE Technical Standards
4501 – 5000	Energy Information	EI	DOE Technical Standards
5001 – 5500	Radioactive Waste	RW	DOE Technical Standards
5501 – 6000	Environmental Management	EM	DOE Technical Standards
6001 – 6500	Energy Research	ER	DOE Technical Standards
6501 – 6750	Policy	PO	DOE Technical Standards
6751 – 7000	Fossil Energy	FE	DOE Technical Standards
7001 – 7250	Energy Efficiency and Renewables	EE	DOE Technical Standards
7251 – 7500	Laboratory Management	LM	DOE Technical Standards
7501 – 7750	Field Management	FM	DOE Technical Standards
7751 – 8000	National Security	IS	DOE Technical Standards
8001 – 8250	Bonneville Power Administration	BPA	DOE Technical Standards
8251 – 8500	Power Marketing Liaison	PML	DOE Technical Standards
8501 – 8750	Education and Technical Information	ET	DOE Technical Standards

**ATTACHMENT B
EXAMPLE OF MEMO OF APPROVAL**

U.S. Department of Energy

memorandum

DATE:

REPLY TO

ATTN OF: Senior Line Manager Organization [Contact and telephone number]

SUBJECT: **Approval of DOE Technical Standards** [Title] [Project Number]

TO: Cognizant Headquarters Technical Standards Manager

This memorandum forwards the subject DOE Technical Standard, DOE-STD-XXXX-YR, which has been approved for publication and distribution. This standard was reviewed by the Cognizant Secretarial Officer (CSO) organizations, Operations Offices, and Defense Nuclear Facility Safety Board (DNFSB) through a formal coordination process and all comments have been appropriately resolved. Additionally, the Office of Primary Interest (OPI), who has cognizance for the DOE Order(s) affected by the issuance of this technical standard, has reviewed and approved the document.

A camera-ready copy and a 3-1/2 inch diskette of the standard in WordPerfect format is enclosed. If there are any questions, please contact [Mr./Ms./Dr. _____] of my staff at [Phone number/Email address].

[Name, title, of responsible]

DOE Senior Line Manager]

Attachment

Distribution:

ATTACHMENT C DOE TECHNICAL STANDARDS PROGRAM DOCUMENT CHECKLIST

*Include a copy of this checklist with each document forwarded
to the Technical Standards Program Office to validate document
quality and for records management purposes.*

ACTION	BY*	DATE
Camera-ready original has been checked for reproducibility (a reproduced copy will not print properly).		
Foreword begins on page iii (Cover and Reverse are pages I and ii).		
Table of Contents section titles match document test section titles.		
Document is ready for 2-sided printing (blank pages inserted where needed).		
Blank pages have "Intentionally Blank" statement and document number at top center of page.		
Document number is at top center of every page.		
Page number is at bottom center of every page.		
Definitions are only used when the term is not clear in the text; definitions should be concise and not contain words that should be in the text.		
All referenced documents are specifically noted in the text; others should be in bibliography appendix.		
Generic references such as "all applicable standards" are not used.		
Accuracy of definitions and references has been checked with the original source.		
Do not use fonts smaller than 6 point. Make sure all typing on graphs, charts, and pictures is large enough to be legible after printing (>6 pt).		
Original figures are included (cut-and-paste or taped figures are acceptable; reproduced copies are generally too blurred).		
Original photographs are included (if applicable) (photographs will be scanned and returned, reproduced copies of photographs are generally too blurred).		
Disk of document should be in WordPerfect for conversion to PDF for the Internet. Show which version of the software was used.		
Disk must be checked by the originator to ensure that it exactly matches the paper camera-ready copy.		

* For clarity purposes, please provide printed full name and telephone number of person(s) completing checklist.